

**CLASS TITLE: ADMINISTRATOR, DIVISION OF DATA
COLLECTION & SELF-INSURANCE**

**Class Code: 02534800
Pay Grade: 36A
EO Code: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under the jurisdiction of the Director of Labor, to be responsible for the planning, organization, supervision and direction of the Division of Data Collection & Self-Insurance in accordance with the provisions of the Workers' Compensation Act; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Labor with wide latitude for the exercise of initiative and independent judgement; work is subject to review for compliance with departmental policies, objectives, rules and regulations and the provisions of the Act and pertinent state laws.

SUPERVISION EXERCISED: Plans, organizes, supervises, and reviews the work of a subordinate technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under the jurisdiction of the Director of Labor, to be responsible for the planning, organization, supervision and direction of the Division of Data Collection & Self –Insurance in accordance with the provisions of the Workers' Compensation Act.

To determine and ensure that all benefit payments for disability, death or occupational disease are made in accordance with established amounts, as well as with the rules, and regulations and provisions governed by the Workers' Compensation Act.

To advise and/or consult with the Director on issues relating or pertaining to the administration of the Division of Data Collection & Self Insurance.

To monitor and evaluate all Division services to ensure and improve the effectiveness of such services.

To be responsible for the examination of employer requests for approval to self-insure under the Act and make recommendations to the Director to approve or deny such requests.

To monitor those employers who self-insure for compliance with the Act and the terms of the approval to self-insure.

To confer with other departmental officials for guidance and assistance in preparation of reports and other data on the application and interpretation of policies, standards and laws.

To prepare analyses and reports for use by the Director in order to evaluate the efficiency and effectiveness of current program operations policies and procedures.

On behalf of the Director, to validate all forms of agreements and such other forms as may be required.

To oversee the operation and maintenance of all data.

To recommend purchases and expenditures for the Division in accordance with the budget appropriation of the Division.

To recommend personnel changes within the Division.

To enforce personnel rules and the merit law of the State of Rhode Island as it pertains to employees reporting to the Administrator.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the Workers' Compensation Act and the ability to apply such knowledge in the supervision and administration of a program involving the determination and eligibility of worker compensation benefits; the ability to interpret and explain pertinent provisions of laws, rules and regulations; the ability to plan, organize, supervise and review the work of a subordinate technical and clerical staff; the ability to establish and maintain effective working relationships with others; the ability to review and evaluate the services provided and recommend changes to improve such services; the ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, management, economics and other related fields.

Experience: Such as may have been gained through: considerable employment in a responsible supervisory or technical capacity involving the analysis and application of workers' compensation laws, rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: January 12, 1992

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